

Job Class Code: 0440	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to coordinate and manage business tax operations and activities. The class is responsible for developing related programs, assigning, evaluating and reviewing activities, ensuring compliance of tax assessment and collection, preparing and maintaining reports, and assisting with inquiries. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS

- Develops programs, policies, and procedures for business tax operations and activities.
- Manages, trains, and assigns subordinate staff in related activities such as classifying businesses, calculating and approving tax assessments, collecting taxes and auditing business entities.
- Manages investigation, inspection, and research of business establishments, activities, and reports to ensure compliance with municipal license tax ordinances.
- Manages the performance of Tax Compliance audits and examinations of business entities to ensure compliance with state and local tax laws.
- Oversees and participates in the preparation and maintenance of various reports, records, correspondence, and other documentation including budget comparisons, revenue projections, and statistical reports.
- Communicates with and assists business owners, government agencies, and the general public regarding related inquiries, laws, and business establishment and activities.
- Coordinates with various departments for making recommendations, planning, and implementing programs and improvements such as new programming to increase productivity in tax assessments and manages the issuance of related documentation such as permits, notices, summons, and licenses and renewals.
- Manages the processing of legal actions and represents Commissioner of Revenue Office in civil and criminal court cases pertaining to business tax issues.
- Attends and conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve skills.
- Performs related tasks as necessary such as assisting with hiring and promoting staff.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Plans, and directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Manages others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency. Influences other in favor of a point of view, course of action; enforces laws, rules, regulations and ordinances.

Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements; may use algebraic solutions of equations and inequalities, descriptive statistics, mathematical classifications or schemes.
Language Requirements	Reads scientific and technical journals, abstracts, financial reports, or legal documents; researches and interprets tax codes and legal opinions; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects.
Mental Requirements	Performs professional level work requiring the application of accounting, legal, or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems and coordinates sub-professional work in these disciplines.
Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in accounting, business administration, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.